

AGENDA FOR REGULAR MEETING OF GSO CAREER

Meeting
FILED: 11/30/53
RECEIVED
SERVICE BOARD MANAGEMENT
ADMINISTRATIVE SERVICE

Date: Friday, 27 May 1953 Time: 0930 Place: Room 201, North Bldg.

1. Reading of minutes of previous meeting held Monday, 18 May 1953.
2. Report by Training Officer on assignments received from Chairman at previous meeting.
 - a. Procedure followed by Personnel Office in processing Personnel Evaluation Reports.
 - b. Clarification of professional and non-professional status of career employees.
 - c. Training courses available at local universities applicable to GSO functions.
 - d. Processing of new employees - Staff Memorandum.
3. Discussion of GSO Training Brochure distributed at prior meeting.
4. Preparation of GSO budget for training purposes.
5. Reports from Division and Branch chiefs on action taken with respect to employee preferences stated in Personnel Evaluation Reports.
6. Reading and discussion of Memo for the Record dated 15 May 1953, Subject: Digest of Comments by the Office Career Service Boards on "Process of Selecting New Career Employees".
7. Reading and discussion of Notice "Career Service Board - Determinations of Initial Career Designations", to determine need of clarification on any phases thereof.

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